

Accountant - Journey
Educational Communications Board

Position Summary

This position holds responsibility for the daily payables and receivables operations of the Educational Communications Board (ECB) and its attached foundation. Produces monthly and year-end financial statements in accordance with Generally Accepted Accounting Principles (GAAP). Prepares subschedules and reports for annual audit, Comprehensive Annual Financial Report (CAFR), and Corporation for Public Broadcasting (CPB) reports. Responds to specific agency needs as required.

This position reports to ECB's Finance Director. Work is performed under general supervision.

Goals and Worker Activities

45% A. Responsible for the daily payables and receivables operations of ECB and its attached foundation. Process payables and receivables according to spending rules for 18 program revenue funding sources, four GPR appropriations, and general fund-supported borrowing funding using a complex chart of accounts that spends money across over 40 different program areas.

A1. Design and maintain tracking systems and computer files for the agency and foundation payables and receivables.

A2. Apply and/or verify appropriate coding on requisitions, purchase orders, invoices, payments and vouchers.

A3. Process cash receipts by preparing and recording deposits for checks received at the office and in the lockbox.

A4. Serve as liaison between vendors and ECB staff for processing payables.

A5. Monitor aging reports to ensure accuracy of receivables balances

A6. Conduct pre-audit of all agency travel expenses

A7. Analyze chart of accounts and propose changes to the Director of Finance

A8. Apply internal controls to tasks to ensure reliability of processes and accuracy of information.

A9. Provide guidance to ECB financial specialists and/or administrative staff with procedures related to payables and receivables; update ECB STAR Job Aids and internal control plan when necessary.

A10. Serve as agency internal expert and delegate to state User Groups for Accounts Payable, Accounts Receivable, Travel & Expenses and Procurement.

A11. Manage the account of the Rib Mountain Joint Venture group.

A12. Serve as primary audit liaison for payables and receivables.

25% B. Perform monthly and year-end closing procedures for ECB and its attached foundation.

B1. Reconcile accounting records to bank statements according to the internal control plan of the agency.

B2. Prepare and enter fixed asset data in state financial system.

B3. Review and analyze trial balances for errors in accounts; prepare any necessary general ledger journals within the state financial system.

B4. Run queries to review propriety of transactions.

B5. Research and investigate transactions identified through month-end procedures and make recommendations for corrective action.

15% C. Participate in annual audit and prepare reports for CAFR and CPB.

C1. Develop from the state's accounting systems subschedules and reports used for the audit and GAAP-based financial statements.

C2. Compare amounts within the financial statements and accompanying notes for consistency within the audit report.

C3. Serve as primary audit liaison for schedules produced.

C4. Use financial data to prepare entries for statewide CAFR.

C5. Maintain ledger/data required for eight (8) separate annual reports to CPB.

15% D. Fulfill other expectations and responsibilities of the agency.

D1. Perform research regarding various accounting or finance related issues; provide General Assistance to the Finance Director and other ECB management such as run ad

hoc queries and provide financial analysis, and prepare spreadsheets or other documents for distribution to management.

D2. Develop and refine internal business processes to create efficiencies and cost savings.

D3. Remain up-to-date with Corporation for Public Broadcasting regulations, the State Accounting Manual, and industry accounting standards.

D4. Complete other duties as assigned.

Knowledge, Skills and Abilities Required

1. Extensive knowledge of Generally Accepted Accounting Principles (GAAP)
2. Knowledge of, and ability to apply Professional Accounting Theories and Principles
3. Knowledge of Generally Accepted Auditing Standards and auditing processes
4. Ability to pay extreme attention to detail
5. Ability to provide effective, clear and accurate written and verbal communications
6. Ability to maintain effective working relationships with other professionals internal and external to the organization
7. Knowledge encompassing complex personal computer applications including databases, spreadsheets, word processing and e-mail
8. Knowledge of STAR/PeopleSoft
9. Ability to work on multiple tasks simultaneously and independently